

Master of Science in Family and Consumer Sciences

Requested Change

Eliminate the comprehensive examination as a requirement for the Certificate of Comprehensive Knowledge and replace with satisfactory completion of a written (paper) and oral (presentation) professional capstone completed during an Independent Study or Internship. See attachment for the revised MS in FCS Certification of Comprehensive Knowledge: Policy and Procedure. The requested effective date is Fall 2018.

Rationale for Change

Embedding the professional capstone experience in the independent study or internship will allow students to demonstrate mastery and comprehension of the following content areas and apply knowledge of the content areas to professional practice experiences in the Independent Study or Internship. Each capstone experience must include each of the three topics:

- a. Analysis of the integrative nature of Family and Consumer Sciences
- b. Application of research to professional practice
- c. Analysis of current public policy.

See Master of Sciences of Family and Consumer Sciences Master Copy for Catalog Changes

Approved by MS in FCS Graduate Faculty: September 15th, 2017 via electronic vote

Approved by LCBAS Curriculum Committee: December 4, 2017

MS IN FAMILY AND CONSUMER SCIENCES CERTIFICATION OF COMPREHENSIVE KNOWLEDGE: POLICY AND PROCEDURE

Degree candidates are expected to achieve comprehensive knowledge in the area in which the degree is to be offered. Many programs require formal documentation of this achievement through the Certificate of Comprehensive Knowledge. Upon the candidate's successful completion of academic program requirements, the Graduate Coordinator will electronically document achievement of the Certificate of Comprehensive Knowledge.

Below is the policy and procedure for the Master of Sciences in Family and Consumer Sciences. Students will demonstrate comprehensive knowledge by both written and oral means as outlined below:

Part I: Written and Oral Capstone Requirements

A. Satisfactory completion of a written thesis and an oral defense, approved by the student's graduate thesis committee.

OR

B. Satisfactory completion of a written (paper) and oral (presentation) professional capstone completed during an Independent Study or Internship.

1. A deadline for the written and oral professional capstone will be scheduled by the MS in FCS Graduate Coordinator in conjunction with the student near the conclusion of the respective semester. Instructions for the written paper and oral presentation will be provided to the student by the Capstone Experience Advisor (i.e. FCS 5990 or FCS 5980). While general guidelines are provided, each student will have unique experiences in the respective Independent Study or Internship; therefore, the written and oral professional capstone specifications will be individually tailored. The specifications will be clearly identified on the Special Situations paperwork.

2. Based on the Capstone Experience and in a written and/or oral format, students must be able to demonstrate mastery and comprehension of the following content areas and apply knowledge of the content areas to professional experiences in the Independent Study or Internship. Each capstone experience must include each of the three topics:

- a. Analysis of the integrative nature of Family and Consumer Sciences
- b. Application of research to professional practice
- c. Analysis of current public policy

3. Requirements for eligibility to complete capstone experience:

-GPA must be 3.0 to be eligible to complete the written professional capstone of the Independent Study or Internship and the written and oral components;

-the student must have completed more than 24 hours of graduate credit or permission of the MS in FCS Graduate Coordinator;

-exceptions require approval of the MS in FCS Graduate Coordinator or designee.

4. In addition to details in #2, the written component of the capstone will be evaluated on the following criteria, as published in the MS in FCS Written Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, and Mechanics and Style. A well organized, well written and legible paper is expected. References/authorities in the field should be cited as appropriate. The oral component of the capstone will be evaluated on the following criteria, as published in the MS in FCS Oral Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, Verbal Delivery, Nonverbal and General Delivery.

5. The student will submit the paper and presentation in a manner determined by the Capstone Experience Advisor. The submission expectations will be stated in the Special Situations paperwork.

6. The student's Capstone Experience Advisor will review, evaluate, and render a Pass/Fail decision on the written and oral capstone submissions. If there is a serious deficiency, the Advisor will coordinate review, evaluation, and decision input from the MS in FCS Graduate Coordinator and a third FCS graduate faculty member appointed by the Advisor and Graduate Coordinator. Within 72 hours beginning on the day after students complete the written and oral submissions, students will be notified of the outcome. Arrangements for remediation requirements and/or revising/resubmitting either the written or oral component will be the responsibility of the Capstone Advisor and, if needed, following consultation with MS in FCS Graduate Coordinator and the appointed FCS graduate faculty member. The oral and written component must be completed by Friday of Week 12 for the fall/spring semesters and by the second Friday of July for the summer semester.

7. In the event that there is an impasse of the Advisor and MS in FCS Graduate Coordinator and appointed graduate faculty member regarding decisions about the student's level of performance on the written or oral component or extenuating circumstances make a committee member unable to participate, the decision may be reached by a majority vote (2 of the 3).

8. If a student does not successfully complete the written or oral component, one additional opportunity to meet the requirements for each component will be provided to the student. The requirements that comprise the additional opportunity are determined by the Capstone Advisor in consultation with MS in FCS Graduate Coordinator. The

Advisor will communicate to the student the terms under which the deficits will be met and the documentation that is required and will provide guidance through the remediation process. The communication regarding the remediation will be in writing and copied to the student and the MS in FCS Graduate Coordinator. The opportunity to successfully complete the requirements must be completed within the two academic terms following the term in which the written and oral components were first attempted, unless stated otherwise by the Capstone Advisor, and must be within the six-year time limit on graduate coursework included on the student's study plan. In the event that a student does not pass the written or oral component after the third attempt, the student is dismissed from the program and no longer holds candidacy status for the MS in Family and Consumer Sciences degree.

If a student chooses to appeal the failure of the written and/or oral component, they may submit an appeal in writing to the MS in FCS Graduate Coordinator and SFCS Chairperson. The written appeal request must be received no later than the Midterm Day of the following term. After the appeal is received, a time for the remediation hearing will be scheduled by the MS in FCS Graduate Coordinator and the student will be notified in writing of the remediation date. Two thirds (2/3) of the FCS graduate faculty members present at the remediation hearing will need to agree that the student demonstrated sufficient competency in order to overturn the revocation of the student's candidacy status. In the event that the student does not pass, the student will not be eligible for degree candidacy status for the MS in Family and Consumer Sciences degree.

Part II. CERTIFICATE OF COMPREHENSIVE KNOWLEDGE

Final certification for graduation depends upon documentation of the completion of all graduation requirements being submitted to the Graduate School by their stipulated deadlines. The completed and signed "Thesis Deposit Certificate" or "Certification of Comprehensive Knowledge" form must be submitted to the Graduate School by the last class day published in the Class Schedule of the student's final term.